M E M O R A N D U M

TO: Board/Commission Chairmen and Agency Heads

FROM: Hugh K. Leatherman, Sr., Chairman
              Agency Head Salary Commission

DATE: May 9, 2006

SUBJECT: AGENCY HEAD PERFORMANCE APPRAISALS

Agency head performance appraisals for Fiscal Year 2005-2006 are due August 15, 2006. The evaluation process requires completion of the Agency Head Evaluation, the Continuous Improvement Efforts Supplement Evaluation, and an Agency Head Evaluation Survey. The survey is to be completed by all members of your board or commission prior to conducting the final evaluation. You will find the survey and a composite scoresheet on the Office of Human Resources' website at www.ohr.sc.gov/OHR/employer/OHR-ahsc-intro.phtm. Please attach the completed composite sheet to the final evaluation document, obtain the necessary signatures, and send the forms to the address below by August 15, 2006. If you are unable to access the forms on the Office of Human Resources' website, please telephone Heather Garris (803) 737-5049 and the documents can be mailed to you. The chairman's signature on the document indicates that all members of your board or commission participated in the survey, that the survey score is accurate, and that the total document was approved by a majority of the board/commission membership. The agency head's signature indicates the agency head has seen the survey composite and final evaluation document, including the Continuous Improvement Supplement.

Please forward the 2005-2006 appraisal document (due August 15, 2006) to:

        Ms. Heather Garris
        Office of Human Resources
        1201 Main Street, 8th Floor
        Columbia, South Carolina 29201

Please note that your agency's Human Resources Manager also received a copy of this memorandum to assist you with this process. If you have any questions, please call Donna Traywick at 737-0901 or Heather Garris at the Office of Human Resources at 737-5049.

Thank you for your commitment and support of this process.

cc: Human Resources Managers